PERSONAL SERVICES ADVANCE REQUISITION – INSTRUCTIONS
Prior approval required; Contact the LSTA Coordinator

South Carolina State Library

LSTA – PL 108-81, As Amended
Submit one (1) paper copy with original signatures to the LSTA Coordinator

Because LSTA is a reimbursable program, prior approval is required before submitting requests. Final approval is at the discretion of the State Librarian. Upon approval by the SCSL, this form may be used to requisition quarterly advance funds for LSTA sub grant personal services needs ONLY. A separate form is required for each employee covered by LSTA funds. The project administrator, fiscal officer or director of the library or organization must sign the form.

Sub Grant Project Title. Indicate the title you have given to your project.

I. **Sub grantee Name and Date.** Enter the name of the library or agency and the date of the award (see your award contract).

II. **Project Administrator and E-mail Address.** Enter the name of the staff member responsible for managing the project on a day-to-day basis and include an e-mail address.

III. **Fiscal Officer and E-mail Address.** Enter the name of the staff member responsible for the project's financial records; include an e-mail address.

IV. **Employee Data:** For each employee covered by grant funds, provide the employee's name, title, and the beginning date of employment. *(Submit a separate form for each staff position.)*

V. **Financial Information:**

Personal Services Budget: Enter the amount of LSTA funds approved in this budget category.
Time Period of Requested Funds: Enter the beginning date (month, date, year) of the first payroll and the ending date (month, date, year) of the last payroll for the span of time covered by this requisition.
Cash on Hand at Beginning Period: Enter the amount of cash on hand from the previous period. This may be a positive or negative number.
Capital Advance Received During Period: Enter the amount of funds received through any capital advances during this period.
Funds Needed During Period: Enter the total amount of funds estimated to cover the payrolls during the time period.
Capital Advance Requested: Enter the amount of funds requested which will be "Funds Needed During Period" +/- *(plus/minus)* "Cash on Hand at Beginning Period" – *(minus)* "Capital Advance Received During Period." This represents the actual amount of cash needed to ensure the sub grantee will have sufficient cash on hand to meet the LSTA project's payroll needs for the period covered by this requisition.